



Job Opportunity

State Controller's Office

Position: Accounting Officer (Specialist)/Accountant Trainee

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: April 14, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

*Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4546-025
051-550-4179-xxx
Ref 0413.ACT 3

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of the Senior Accounting Officer, the Accounting Officer (Specialist)/Accountant Trainee will perform professional accounting work in the establishment and maintenance of accounts and financial records in the Bureau of Unclaimed Property and to ensure the States interest is protected. Duties included, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Analyze and reconcile securities posted in the subsidiary ledgers from the Securities Asset Accounting System (STKS) and Security Asset Tracking System (SATS) to determine the financial status of securities received in the Bureau of Unclaimed Property and ensure they are accurately posted to each subsidiary ledger and ensure they are accurately posted;
- Reconcile all securities accounts that have been approved for payment utilizing the Unclaimed Property Systems (UPS);
- Verify the number of securities received and the number of shares applicable to the individual claim for payment;
- Identify errors and obtain data for corrections;
- Research the Internet to determine the past activities and current status of each security posted to the securities account on the UPS and STKS system;
- Resolve problems received from claimants regarding stock approved for payment;
- Communicate with claimants, holders, transfer agents, and security brokers regarding the status of stocks escheated to SCO or method of payments;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Identify problems that may arise as a result of the encumbrance/sale of certificates for payment of stock accounts, and consult with management to determine the appropriate accounting procedures that should be used to resolve the issue;
- Develop accounting procedures appropriate to, and specifically for the Securities Accountability Program;
- Develop subsidiary accounting applications using Microsoft Excel and Access programs;
- Interpret and disseminate information regarding the Unclaimed Property Law, Administrative Code of Regulations, and Bureau Policy to holders of unclaimed property;
- Advise Bureau management regarding securities financial market trends and interpret accounting data to identify program problem areas so that corrective measures may be implemented;
- Draft correspondence and provide accounting information reports to management;
- Provide assistance in other areas related to accounting duties that are backlogged within the Accounting Unit, such as posting to the ledgers, opening mail and intake incoming claims.

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 0413.ACT 3, 051-550-4546-025/4179-xxx (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).